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**Sent:** 4/19/2012 7:58:27 AM

**To:** Cynthia Caporale/ESC/R3/USEPA/US@EPA; Cynthia Metzger/ESC/R3/USEPA/US@EPA  
**CC:**  
**Subject:** 2nd draft

See what you think...I know I don't have the parameter list for the labs correct so please check on those.

Dimock, PA Ground Water Site  
EPA Laboratory Analytical Results Case Files, electronic version

The electronic files of the EPA Region III Laboratory analytical results case files are organized by the OASQA internal numbering system called Work Order (WO) numbers. There are seven WO numbers which include the analysis of all of the samples collected during the months of January, February and March for the following groups of chemical compounds: volatile organics, semi-volatile organics, metals.... The first four WOs contain approximately 50 samples each (includes blanks and filtered metals). Within each WO will be the following types of documents which are not in any particular order:

- Analytical Request Forms
- Case File Checklist
- Report Checklists
- Final Report plus narratives
- Chains of Custody (COCs)
- WO report
- Communication memos
- Electronic Data Deliverables (EDDs .txt files - I assume we need to put this on the website, too?)
- Analytical Data for each parameter - there will be some variability among parameters
  - Peer Review Report
  - Technical Review Checklist
  - WO report
  - Benchsheets
  - Preparation Logs
  - Standard/Reagent Logs
  - Secondary Equipment Logs
  - QC Certificates or References
  - Analyst notes and method updates
  - Raw data - includes calibration, chromatograms and tuning information
  - Quality control data and acceptance windows
  - Calculation worksheets

Work Order files are named as follows:

- WO 1201013 week 1
- WO 1201015 week 2
- WO 1202001 week 2
- WO 1202003 week 3
- WO 1202004 week 3
- WO 1202005 week 4
- WO 1203001 week 5

Also included will be the data for each of the contract labs and the other EPA labs which participated in this project as listed below. Their electronic files will include some or all of the previously listed items, but, there will be much greater variability and diversity in how it is presented. Each lab will have different report and raw data formats depending on their instrumentation, laboratory information management system (LIMS) and internal protocols.

Labs which participated in this project and their parameters of interest:  
EPA Region 2 - MBAS  
EPA Region 6 -

EPA Region 9 - methane  
NAREL - radioactive parameters

contract labs:

Isotech -

Pace - ethylene glycol

Test America - ethylene glycol plus....

NEEL - coliform bacteria and HPC

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